



The James Shaver Woodsworth Homestead Foundation  
 450 The West Mall, Etobicoke, Ontario M9C 1E9  
 (416) 622-4124 [jswoods@bellnet.ca](mailto:jswoods@bellnet.ca)  
[www.applewoodshaverhouse.ca](http://www.applewoodshaverhouse.ca)

**The J.S.W. Homestead Foundation FILM SHOOT AGREEMENT**

**CONTACT NAME:** \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

COMPANY NAME: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**FEE:** \_\_\_\_\_ *Full payment required in advance*

NB:A damage deposit of \$1,500 will be collected before the shoot, and returned after the shoot, less any costs incurred by Applewood to repair any damage caused during the shoot.

We are a registered charitable foundation, so no taxes apply. Payment can be made by e transfer to [jswoods@bellnet.ca](mailto:jswoods@bellnet.ca) or CASH/cheque made payable to the **James Shaver Woodsworth Homestead Foundation**. The applicant must purchase liability **insurance** and a **waiver must be signed by all participants**. All rates include preparation and clean-up time, which must be completed **before** leaving

**DATES and TIMES REQUIRED**

DAYS	MON	TUES	WED	THURS	FRI	SAT	SUN
& Dates							
TIME START							
TIME FINISH							

## ROOMS REQUIRED

MAIN FLOOR	Study	Dining Room	East Parlour	Hall	West Parlour
Date(s):					

BASEMENT	Kitchen	Museum Room	Party Room
Date(s):			

**# of persons on site:** \_\_\_\_\_ **# of vehicles on site:** \_\_\_\_\_

## LIABILITY

***As the applicant (or representative of the company) who is participating in the Shaver Homestead Photo /Film Shoot; I assume sole responsibility for myself, my crew, our hired help and my equipment. I agree to hold harmless and free from any liability: The James Shaver. Woodsworth Homestead Foundation (commonly known as Applewood), its directors, members, staff, and all associated individuals, for any loss or damage, material or personal, suffered by me or anyone assisting me during this event or otherwise.***

1. The applicant in whose name the facilities have been reserved shall be liable for all damage and loss to any of the facilities.
2. The applicant shall provide TJSWHF with proof of insurance.  
(Toll free call to 1 800 265 8098 or [www.palcanada.com](http://www.palcanada.com))  
Failure to provide insurance will void this agreement.

## CONDITIONS

The Shaver Homestead does not have extensive electrical abilities therefore, the applicant must provide extra power for lights and high wattage equipment.  
The applicant must inform The J.S.W. Homestead Foundation if they are using an "atmosphere machine" (fog machine). This machine causes high risk damage to the antiques and therefore, can only be used short term

Movie Shoot Conditions:

1. Access to 2<sup>nd</sup> floor stairway cannot be blocked. The 2<sup>nd</sup> floor is off limits except by special arrangement with Applewood staff.
2. Applewood is not a “sound stage”. Shoots during business hours cannot provide a fully quiet set while tenants go about their normal business. Appropriate directional or body microphones, or post-production sound and Foley techniques should be utilized.
3. No “duck- (duct-)” or gaffer-tape can be used on any surface inside or outside the Applewood home.
4. Painter’s tape (e.g., “Frog” tape) can be used with care on painted surfaces. No adhesive materials or tapes can be used on any wallpapered surface.
5. Applewood will assign a dedicated staff member to be present during the shoot. Their decision on issues and special requests shall be final.
6. Pictures, ornaments, small furniture, etc., can be moved, but only by Applewood staff.
7. Large furniture can only be moved with the permission of, and to locations specified by, the Applewood staff person in charge.
8. The home’s lighting fixtures can be used as-is, where-is, and cannot be altered or relamped.
9. Production lighting must be low wattage (i.e., fluorescent or LED, not incandescent) so as to not overload house branch circuits. Any higher-wattage lighting must be supplied by a suitable external generator.
10. Care must be taken in placing or mounting production lighting, so as not to mar woodwork or surfaces, without the use of clamps on fragile objects.
11. Student productions are limited to 6 persons on site at a time, or up to 12 then the group is accompanied by 1 faculty member; up to 18 if accompanied by 2 faculty members; or up to 24 if accompanied by 3 faculty members.
12. No hot food is permitted other than in the basement areas.
13. All beverages (other than water) must be consumed only in non-carpeted areas (i.e., main-floor Kitchen and/or Basement).
14. Any City of Toronto permits required for the work will be obtained by the group prior to the movie shoot.

I have read and agree to the terms and conditions set out in this agreement.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness/TJSWHF: \_\_\_\_\_ Date: \_\_\_\_\_